



POWERMANAGER

Users' Group

32nd Annual Conference
September 20-22, 2023
Bloomington, Minnesota

* ***Experience the Potential of your PowerManager® Software***

The PowerManager® Users' Group Annual Conference provides users of PowerManager® an opportunity to meet with the developers of the software and get answers to all those questions you may have. It's also a great time to visit with other users and maybe learn some new tricks. You may walk away with several "ah ha" moments!

The following page will provide the conference schedule and a list of topics to be covered.

Hotel Information

Best Western PLUS Hotel Bloomington—Mall of America

1901 Killebrew Drive, Bloomington, Minnesota

Reservations: 952.814.2919

Hotel Phone: 952.854.8200

Online Reservations: <http://bit.ly/PMUG2023-Hotel> (be sure to enter your check-in date)

Rooms are \$119 plus tax per night. Ask for the **PowerManager® Users' Group** room block if calling. Reservation deadline is August 19, 2023. Rooms may not be available at the discounted rate after this date.

Included amenities:

- Complimentary shuttle to/from airport and Mall of America
- Complimentary WiFi throughout property
- Complimentary deluxe continental breakfast
- Free parking

POWERMANAGER® USERS' GROUP

3131 Fernbrook Lane North, Suite 200

Plymouth, MN 55447-5337

Phone: 763.746.0707 Fax: 763.551.0459

Email: rkelly@mmua.org

2023 PMUG Annual Conference

Tentative Schedule

Wednesday, September 20

- 11:30 am **Hosted Lunch** (available until 12:45 pm)
- 12:00 pm **Registration**
- 1:00 pm **Welcome**
Jill Madetzke, PMUG President
Blue Earth Light & Water
- 1:15 pm **What's New in PowerManager® 2022?**
Mitch Mullins, Harris
- 2:45 pm **General Ledger**
- Fixed Journal Entry Setup and Usage
 - Budget Categories and Reporting
 - Budget Export and Import
 - Fund Report Setup
 - Income Statement and Balance Sheet Report Categories
- Accounts Payable**
- Default Vendor Invoice Setup
 - Publication Codes
 - Documents
 - Prepare Payments
 - Pay Invoices—paper check or ACH
 - 1099 Electronic File—1099 NEC, 1099-MISC
 - Lookup Accounts
 - Voiding Checks
- Accounts Receivable**
- Post Invoices—select items by number or description
 - Enter Payments—consider using cash account lookup
 - Penalties
 - Adjustments
 - Refunds—apply credits to invoices with amounts due
 - Interface to GL
- Payroll**
- Employee and Earning/Deduction Maintenance—documents, federal update, W-4, IRS publication 15-t
 - Email Direct Deposit Forms
 - Quarterly Tax Reports
 - W2 e-File
 - Interface to GL
- Time Sheet**
Mitch Mullins, Harris
- 4:30 pm **Steering Committee Meeting**
- 5:00 pm **Welcome Reception**

Thursday, September 21

- 8:30 am **Utility Billing**
- Keyboard Shortcuts, Navigator
 - Report Preview Settings
 - The Billing Cycle—plan your work
 - Reports—verify, balance, dates, user-defined
 - GL Interface—benefits and how-to
 - Customer Selection—tips
 - Customer Lookup—getting the most out of it
 - Meter Reading Import—unbilled readings detected
 - Compute Charges—error report and what it means
 - Email Bills—how it works
 - ACH—multiple withdraw dates, payment entry, PPD vs. CCD
 - Finalize Bills—error report and what to do about it
 - Penalties and Fines—due date vs. posting date, setup
 - Reminders—get list vs. refresh list
 - Adjustments—we all make mistakes
- Mitch Mullins, Harris*
- 11:30 am **PMUG Annual Business Meeting**
Jill Madetzke, PMUG President
- 12:00 pm **Hosted Lunch**

Thursday, September 21 (continued)

- 1:00 pm **Utility Billing** (continued)
- Budget Billing—reconciling and monitoring
 - Deposits—apply to final bills, transfers
 - LIEAP Payments—how it works
 - Payment Arrangements—bill printing, monitoring
 - Refunds—interface with AP, transfers
 - Write-Offs—how it works, write-off rates, GL accounting
 - Year End Close—keeping billing humming along
 - Customer Maintenance—edit move out/in, documents
 - Meter Changes—out with the old, in with the new
 - Rates—prorating, component types, customer specific values
 - Calculate Customer Add-On Amounts
 - Lookup Maintenance
- Mitch Mullins, Harris*
- 4:00 pm **Round Table Discussion—Prewritten Questions**
Mitch Mullins, Harris

Friday, September 22

- 8:30 am **Bank Statement Reconciliation & Deposits**
- Setup—bank accounts
 - Setup—GL accounts
 - Matching Your Bank Statement Deposits
 - AR, PR and UB Interfaced to GL
- Cash Register**
- Equipment Review—POSGuys.com
 - Setup—items, posting to AR and UB, payment types
 - Batches and Transactions
 - Receipts
- Mitch Mullins, Harris*
- 10:30 am **Service Orders**
- Interface with UB—move outs/ins, customer lookup
 - Reports and Forms—ticket selection
- Inventory**
- Processing
 - Purchase Orders
 - Work Orders
 - Reports
 - Maintenance
- Menu Editor**
- Add/Edit New PowerManager® Users
 - Assign Menu Options
- About**
- Remote Support
 - Most Recent Update, Modifications
 - Email Group
 - F1 Application Help, PDF Manuals
- Backup**
- What gets backed up?
 - Scheduled Backups—Windows task scheduler
 - Off-Site Backups—Is it still working? Horror stories
 - Restoring—Do you know how?
- Mitch Mullins, Harris*
- 11:45 am **Wrap-up**
Jill Madetzke, PMUG President

Questions?

For more information on this conference or if you have problems with reservations, contact Rita Kelly by email rkelly@mmua.org or call 763.746.0707.

Cancellation

PMUG will issue a full refund, minus a \$25 per person processing fee, for cancellations received by 4:30 pm on September 5, 2023. *No refunds after September 5.*

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Attendee Information

Name: _____

Email: _____

Title: _____

Name: _____

Email: _____

Title: _____

Name: _____

Email: _____

Title: _____

Utility: _____

Address: _____

City: _____

State/Zip: _____

Contact: _____

Email: _____

Phone: _____

Registration Fee

Members:

\$325 per person

Non-Members:

\$425 per person

Conference Fee: \$ _____

of Attendees: _____

Total Due: \$ _____

Deadline: September 5, 2023

Payment

Check Payable to PMUG

Bill Utility/Company

Purchase order # _____

Sorry, we are unable to accept credit cards.

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PHOTOGRAPHS: By registering for this event, I/we, the individual(s) named above, authorize PowerManager User's Group (PMUG) to photograph me at this event and to use such photographs in any PMUG marketing materials (both electronic and print). I understand that I will not be paid for giving this consent.

QUESTIONS OR TO BECOME A MEMBER: Please contact Rita Kelly by email rkelly@mmua.org or phone 763.746.0707.

Registering
is Easy!

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**Registration
Deadline
September 5, 2023**